

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Psychology Assistant |
| **Reports to** | Specialist Practitioner Psychologist |
| **Band** | 4 |
| **Department/Directorate** | Neuro-Rehab/Clinical Support and Specialist Services |

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| **JOB PURPOSE** |
| The principal purpose of the job is to improve the psychological health & wellbeing of people for people with stroke/neurological conditions, through supporting the work of qualified Practitioner Psychologists in the Stroke/Neuro-Rehab pathways. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| 1. Support and enhance the professional psychological care of service users by assisting qualified psychologists in the delivery and evaluation of cost-effective services that meet national strategic and policy guidelines, and user and carer needs and expectations. To thereby help understand, prevent and ameliorate psychological distress and disorder and improve the health and wellbeing of service users. 2. Provide psychological assessment and psychological interventions under the supervision of the Consultant Clinical Neuropsychologist and other Practitioner Psychologists, working independently according to a plan agreed with the supervising psychologist and within the overall framework of the team’s policies and procedures. 3. Assist in gathering, analysing, recording and reporting on both therapeutic outcomes as well as service user’s experience, as delegated by the qualified psychologists and team lead. 4. Work within professional guidelines and service procedures and protocols. 5. Receive regular professional and clinical supervision in accordance to Trust policy and to Professional Practice Guidelines set out by the British Psychological Society or appropriate designated Professional Body. 6. Participate in initiatives and training to support continued professional development as required within the service. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: The post-holder will be part of the inter-disciplinary community stroke/neuro team. They will be expected to assist the work of less experienced assistants and/or trainees as required, but will not have direct responsibility for other members of staff.  No. of Staff reporting to this role: 0    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Patients, families and carers * Stroke/Neuro Multidisciplinary Team | * Stroke Association and other voluntary organisations | | * AHP Consultants * Therapy Service Leads * Stroke Operational Managers | * Mental health services * Social Care staff | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Accountable for their own professional actions, acting within Trust policies and procedures and Professional Practice Guidelines. * In a supervised context, work within clinical professional guidelines and exercise responsibility for the governance of practice. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Communicate with a wide range of people on a daily basis, including:   * Clients, family and carers: communicate condition related information in a sensitive manner with clients who may have specific difficulties in understand and/or communicating and who may be distressed. Deliver group therapy. * Multidisciplinary team colleagues: communicate outcomes of treatment interventions with colleagues. * Senior managers & professional staff: Maintain and build good working relationships with senior professional staff and managers across the Trust, to foster a positive approach to the integrated mental health and wellbeing service. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Solid analytic and judgement skills will be necessary relative to the need to carry out research into patient experience and therapeutic effectiveness under the supervision of the clinical psychologist. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Plans and prioritises own workload, with support from clinical and operational lead as required. |
| **PATIENT/CLIENT CARE** |
| * Implements therapy or other aspects of care programme under clinical supervision. Interventions include delivering therapy and advice in group sessions or 1:1 format. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Follow policy guidance in own role and to comment on proposed policy changes and service developments |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Personal duty of care in relation to equipment, resources |
| **HUMAN RESOURCES** |
| * Assist the work of less experienced assistants and/or trainees and occasionally provide practical training as required. |
| **INFORMATION RESOURCES** |
| * Maintain accurate records, compliant with Trust Practice Standards * Be responsible for the management and maintenance of a database. |
| **RESEARCH AND DEVELOPMENT** |
| * Undertake service-relevant research and development activity delegated by the clinical psychologist. Once per month. |
| **PHYSICAL SKILLS** |
| * Using a keyboard for short periods throughout the day. * Infrequent requirement to travel between locations for clinics and appointments in patient homes. |
| **PHYSICAL EFFORT** |
| * Light physical effort for short periods (frequent sitting for consultations) |
| **MENTAL EFFORT** |
| * Frequent concentration for daily interaction with patients during client sessions. |
| **EMOTIONAL EFFORT** |
| * Frequently provides therapy and interactions with emotionally demanding patients. |
| **WORKING CONDITIONS** |
| * Occasional exposure to verbal aggression and hostility. * Rare exposure to bodily fluids. * Occasional requirement for lone working due to community visits and delivering groups in remote locations. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  *s is* |

PERSON SPECIFICATION

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| **Job Title** | Specialist Practitioner Psychologist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BA or BSc in Psychology eligible recognised by the British Psychological Society.  BA or BSc in either Psychology, or modular studies or related fields | X | X |
| **KNOWLEDGE/SKILLS**  IT skills  Further training in applied/clinical psychology interventions  Knowledge of quantitative and qualitative research methodologies | X | X  X |
| **EXPERIENCE**  Experience of work in neurological conditions including cognitive impairments in a range of service settings or agencies.  Experience of specialist psychological assessment and treatment of people who use services across a wide range of care settings, including outpatient, community, primary care and inpatient settings.  Experience, and/or training in diversity awareness and social inequality  Experience gained during supervised training of working in applied psychology  Experience of teaching, training and/or supervision | X | X  X  X  X |
| **PERSONAL ATTRIBUTES**  Team player with good interpersonal and communication skills, with an ability to be empathetic, and handle difficult or emotional situations.  Good organisational, planning and time management skills.  Ability to work independently within defined occupational procedures and use initiative within a community-based service  Ability to tolerate ambiguity, and maintain own morale and motivation in challenging service delivery contexts. | X  X  X  X |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | X  X |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | x |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | Y | x |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | x |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  | x |  |
| Emotional Effort | Y |  |  | x |  |
| Working in isolation | Y |  | x |  |  |
| Challenging behaviour | Y |  | x |  |  |